

Safe Routes to School Program Manual

Utah Department of Transportation
Division of Traffic and Safety



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1. INTRODUCTION

The Safe Routes to School (SRTS) program was first created in 2005 as part of a Federal transportation bill – the *Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users* (SAFETEA-LU). The purpose of this SRTS program was to:

- Enable and encourage children, including those with disabilities, to walk and bicycle to school.
- Make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age.
- Facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

Although the most recent Federal transportation bill (MAP-21) created in 2012 did not renew SRTS as a Federal program, it did establish a new program called Transportation Alternatives (TAP) that can be used by the states to fund SRTS efforts if they choose to do so. The Utah Department of Transportation (UDOT) administers half of Utah's TAP allotment. The four Metropolitan Planning Organizations (MPOs) are given the other half to prioritize at their discretion. This manual explains how UDOT's portion of the program functions.

Prior to 2013, UDOT used some of its SRTS funding allotment for small non-infrastructure grants given to schools to encourage children to walk or bike to school. Other SRTS non-infrastructure funds were used for the Student Neighborhood Access Program (SNAP). UDOT will continue to fund local education and encouragement projects using 10% of the TAP funds allotted for SRTS. The SNAP program will also continue, although only a small percentage will be funded through TAP. The majority of its funding will come from the Highway Safety Improvement Program (HSIP).

Under the newly-formulated SRTS program described in this manual, the majority of TAP funds will be used for infrastructure grants (typically sidewalks).

1.1. Purposes of the SRTS Program Manual

The purposes of the SRTS Program Manual are to:

- Define the parameters of the SRTS program.
- Define the roles of different parties involved with this program.
- Define and describe SRTS processes.
- Define and describe SRTS program evaluation procedures.

The manual helps readers understand how UDOT manages the SRTS program within the State of Utah. It is useful for the following audiences:

- UDOT employees and managers involved with SRTS processes.
- Consultants that are contracted to perform parts of the SRTS processes.

- Federal regulators (e.g. the Federal Highway Administration (FHWA)) seeking to determine how UDOT is utilizing its TAP funds.
- Entities (e.g. schools and cities) seeking to apply for grant money and understand the processes they will need to navigate if their applications are successful.

This manual can be downloaded from the UDOT website by going to the following webpage: www.udot.utah.gov/go/srts.

1.2. Manual Outline

This manual is organized into the chapters listed below. The appendix has information about specific SRTS elements (such as applications and forms) that readers may be interested in, but which are not included in the main chapters of the manual.

- Chapter 1: Introduction
- Chapter 2: Program Oversight & Funding
- Chapter 3: Partners
- Chapter 4: Student Neighborhood Access Program
- Chapter 5: Infrastructure Grant Funding Process
- Chapter 6: Non-Infrastructure Grant Funding Process
- Chapter 7: Program Evaluation Criteria
- Chapter 8: Appendix

1.3. Acronyms

Many different acronyms are used throughout this manual. The following is a list of those acronyms and a description of what each of them stands for.

DOT	Department of Transportation
FHWA	Federal Highway Administration
HSIP	Highway Safety Improvement Program
MAP-21	<i>Moving Ahead for Progress In the 21st Century</i>
MPO... ..	Metropolitan Planning Organization
NTP	Notice To Proceed
PIN	Project Identification Number
PM..... ..	Project Manager
PTA	Parent Teacher Association
RE..... ..	Resident Engineer
SAFETEA-LU	<i>Safe, Efficient, Flexible, Efficient, Transportation Equity Act: A Legacy for Users</i>
SNAP	Student Neighborhood Access Program
SRTS... ..	Safe Routes to School
TAP	Transportation Alternatives Program
UDOT	Utah Department of Transportation

2. PROGRAM OVERSIGHT & FUNDING

MAP-21 provides TAP and HSIP funding to the 50 states and the District of Columbia. Although the future of these programs is undetermined beyond 2015, UDOT is proceeding under the assumption that these funding mechanisms will continue in such a manner as to allow the SRTS program described in this manual to function after 2015. Fact sheets showing basic details about TAP and HSIP are included in the appendix (Chapter 8).

This chapter discusses the relationship between the Federal funding authorization and the state-level SRTS implementation. It also provides information about how the money is allocated from the Federal government to the states as well as how UDOT plans to use portions of their allotted TAP funding to run the SRTS grant program.

2.1. Federal Oversight & Funding

TAP and HSIP funding is administered at the Federal level by FHWA. FHWA works through each state's Department of Transportation (DOT) to implement these programs at the state level. As such, UDOT is responsible for implementing the programs within Utah. Each state DOT is accountable to FHWA for making sure that TAP and HSIP money is spent on appropriate activities. However, states are given considerable flexibility to determine how to best implement these programs in their areas.

Prior to MAP-21, each state was required to use a sufficient portion of their allotment to maintain a full-time SRTS Program Coordinator position. MAP-21 did not keep that requirement. However, TAP funds allow states to use a portion of that funding for an SRTS Program Coordinator. UDOT has chosen to retain this staff position but uses another source to fund it.

2.2. State Oversight & Funding

UDOT's SRTS Program Coordinator oversees SRTS activities within Utah. This person is responsible for setting policies and procedures required to fulfill Utah's SRTS goals for the infrastructure and non-infrastructure grant programs as well as SNAP.

2.2.1 SRTS Grant Programs

UDOT uses portions of its TAP allotment to pay for the following items:

- Infrastructure project grants.
- Non-infrastructure project grants.
- The SNAP Program
- Fees for consultants that perform specific supporting roles (e.g. design and construction management) in the SRTS infrastructure program.

The following table summarizes the amount of annual TAP money being contributed to the SRTS program by UDOT as well as the required local matching funds.

Item	UDOT
Total Annual UDOT \$ for SRTS Projects	\$470,000
6.77% Local Matching Funds	\$34,130
Total Annual \$\$ Available for SRTS Projects	\$504,130

UDOT contributes \$470K of its TAP funds annually. It is important to note that consultant costs for infrastructure management, design, and construction oversight are paid out of these funds.

TAP requires grant recipients to supply 6.77% of total project costs for both infrastructure and non-infrastructure grants, which is a departure from the previous federally funded SRTS program that did not require any local match. This 6.77% match is in addition to the \$470K being supplied by UDOT.

2.2.2 SNAP Program

Prior to 2013 the SRTS program was mandated at the Federal level and each state was required to have such a program. Furthermore, a portion of each state's allotment was required to be spent on non-infrastructure education and encouragement activities. UDOT used part of their SRTS non-infrastructure funds to run SNAP. Now that the SRTS program is voluntary, UDOT has chosen to continue to fund SNAP with mostly HSIP education funds so that the majority of TAP funds can remain dedicated to infrastructure projects and non-infrastructure grants. UDOT will continue to administer SNAP because HSIP education funds are controlled solely by UDOT and do not require a local match. The SNAP program is discussed more fully in Chapter 4 of this manual.

3. PARTNERS

The SRTS program is a partnership between Federal agencies, the UDOT Traffic and Safety Division, consultants, construction contractors, and local agencies such as schools and cities. Each entity plays an important role in the success of the program. This chapter describes the roles of the major partners.

3.1. Federal Highway Administration

FHWA provides Federal oversight of the TAP and HSIP funds that are used to fund the SRTS program as described in this manual. FHWA also provides guidance about how these programs function and what activities are eligible for funding. TAP and HSIP fact sheets are included in the appendix (Chapter 8).

3.2. UDOT SRTS Program Coordinator

The SRTS Coordinator is tasked with the following responsibilities:

- Disseminating application forms and other information on a timely basis to entities potentially interested in submitting grant applications.
- Setting schedules for application submittal periods, Selection Committee review, and notification of applicants.
- Overseeing the management of infrastructure and non-infrastructure projects.
- Answering questions about the SRTS program.
- Overseeing SNAP (explained in Chapter 4), including the activities of the consultant that is actively managing the program.
- Training school administrators about using the SNAP software.
- Giving presentations about SNAP to community groups.

The contact information for the person serving in this position at UDOT at the time of this writing is listed below. However, this information could change in the future. Please visit the UDOT SRTS website at www.udot.utah.gov/go/srts to obtain the most current contact information for the SRTS Program Coordinator.

Cherissa Wood
SRTS Program Coordinator
cwood@utah.gov
(801) 965-4486

3.3 Local Agencies

Local agencies submit applications to receive SRTS grants and furnish the 6.77% local match. They also act as the project sponsor if their application is chosen for funding. For infrastructure projects, the local agency is responsible for certifying that all applicable Federal requirements are met, including certifying the right-of-way and utility conditions, as well as paying for any cost overruns incurred by the project. The agency must maintain the facility once the project is completed.

3.4 Infrastructure Consultants

The local agencies contract with private engineering consultants to perform the design and construction management functions of the infrastructure project process. The UDOT Local Government Guide (described further in Section 5.5) outlines the process by which local agencies contract with consultants. The design consultant works under the direction of the UDOT Project Manager (PM) to complete a set of engineering plans and specifications that meet the objectives and Federal requirements of the project and can be advertised for construction.

The design consultant may also be expected to provide a qualified engineer to perform the Resident Engineer (RE) function during the construction process after the project has been advertised and awarded to a construction contractor. Alternatively, the local agencies may choose to utilize another consultant to perform the RE function. The RE observes construction activities on behalf of UDOT and is responsible for the day-to-day supervision of the construction contractor as well as the keeping of proper records. Record keeping is especially critical on SRTS projects because they involve Federal funding. Incomplete records and failure to follow Federal requirements can jeopardize the Federal funding and lead to delays during the project closeout process. The RE coordinates with the UDOT PM whenever questions arise during the construction process.

3.5. Construction Contractors

All SRTS infrastructure projects are bid through UDOT and constructed by private contractors chosen through the standard UDOT low bid process. They work under the RE's direction to construct each project according to the approved plans and specifications. They are responsible to submit proper material and quantity documentation to the RE.

3.6. SNAP Consultant

UDOT contracts with a consultant to conduct a statewide campaign to promote walking and biking to school. The consultant performs tasks such as creating educational and software materials, development of annual safe walking campaigns, conducting assemblies at schools to educate children about safe walking and biking, and developing educational materials for inclusion into Parent Teacher Association (PTA) and school newsletters. The SRTS Program Coordinator manages this consultant.

4. STUDENT NEIGHBORHOOD ACCESS PROGRAM

SNAP was developed by UDOT to provide tools and resources to assist schools in the planning, education, and encouragement of safe walking and biking by students. All of the SNAP resources are provided to schools for free. Schools do not need to apply for SRTS funding grants in order to use them. SNAP is funded with a portion of UDOT's HSIP allotment. The following sections describe the different elements of SNAP.

4.1. Child Access Routing Plans

Utah State law requires school boards to submit safe child access routing plans to UDOT for all elementary, junior high, and middle schools within their district on an annual basis. The portion of Utah State code that addresses the routing plan requirement is included in the appendix (Chapter 8). These route plans are usually referred to as SNAP Plans. One of the primary functions of SNAP is to help schools complete their SNAP Plans.

SNAP Plans consist of a map and text description outlining the safest routes for students to walk and bike to and from school. The goal is to encourage students to use the safest routes possible. UDOT provides two resources to aid schools in developing SNAP plans. These are described in the next two sub-sections.

4.1.1 SNAP Planning Guide

The SNAP Planning Guide walks schools through the process of forming a SNAP planning group, conducting an inventory of existing conditions, and then planning, creating, and implementing a SNAP Plan. This document also contains detailed instructions for how to use the SNAP software (described in Section 4.1.2). The SNAP Planning Guide can be downloaded at www.udot.utah.gov/snap/principal/plan.php.

4.1.2 SNAP Software

UDOT developed an interactive Google-based online mapping software program to help schools create SNAP Maps. The software may be accessed by going to www.snapforschools.com. A generic username and password are required to log in to the software. These may be obtained by contacting the UDOT SRTS Program Coordinator at the email address or phone number listed in Section 3.2 of this manual. The SNAP Planning Guide described in Section 4.1.1 gives instructions about how to use the software to create a SNAP Plan. The SNAP software is maintained by a consultant under the direction of the SRTS Program Coordinator.

4.2. School Assemblies

UDOT uses a consultant to perform a 35-minute SNAP school assembly. The assembly is titled "SNAP, Walk 'n Roll", and its purpose is to encourage students to safely walk and bike to school. The program uses music and props to teach students about the importance of SNAP Plans, traffic signals, signs, and safety gear. Schools can request the

assembly by emailing snap@snapforschools.com. Videos showing parts of the assembly can be viewed at udot.utah.gov/snap/CommonAccess/WalknRoll.php.

4.3. PTA Resources

UDOT uses a consultant to develop a short monthly article for incorporation into PTA newsletters. To sign up to receive these regular newsletter articles, go to www.udot.utah.gov/snap/parent/pta_resources.php.

SNAP representatives are also available to make presentations at PTA meetings upon request. Common presentation topics include tips on helping to encourage children to walk or bike, as well as instruction about how to develop and use SNAP maps by using the provided software. Contact the UDOT SRTS Program Coordinator at the email address or phone number listed in Section 3.2 of this manual to schedule a presentation from a SNAP representative.

4.4. “Walk More In Four”

Each year, SNAP may hold a statewide celebration of International Walk to School Day, coupled with a challenge for students to “Walk More In Four”. This event encourages students at elementary schools to walk or bike to and from school at least 60% of the time during a four-week period beginning in late August or early September. Students that participate compete to win prizes such as bicycles, helmets, scooters, backpacks, and water bottles donated by local businesses. The UDOT SRTS Coordinator oversees the “Walk More In Four” event. More information about this event can be viewed at www.udot.utah.gov/snap/CommonAccess/walkmorein4.php.

4.5. “Walking School Bus” Mobile App

The Walking School Bus app is a forward-thinking digital tool that makes walking and biking to school easy and safe. The app allows parents to search by elementary school for existing walking groups, create new groups and invite neighbors to join, plan walks to and from school, assign parent leaders to walk with students, and group text within the app. It also alerts parents when students have arrived safely at school.

5. INFRASTRUCTURE GRANT FUNDING PROCESS

Utah's SRTS program funds grants for infrastructure projects that make it possible for more schoolchildren to safely walk or bike to school. This chapter discusses grant eligibility, the application process, and the project selection process.

5.1. Infrastructure Funding Eligibility

Certain requirements must be met in order for an agency, school, or other group to apply for SRTS infrastructure grant money. This section discusses who is eligible to apply, as well as the types of infrastructure projects that can be completed with SRTS grants.

5.1.1. Who Can Apply?

Eligible applicants under TAP guidelines include:

- Local governments
- Regional transportation authorities
- Transit agencies
- Natural resource or public land agencies
- School districts
- Local education agencies
- Schools
- Tribal governments

Non-profits are not eligible to directly apply for these funds but they may partner with an eligible entity if state or local requirements permit.

In the original SRTS legislation, projects proposed by applicants had to be “in the vicinity of schools”, which meant they had to be within approximately two miles from a school. The current legislation does not limit a project to a specific location, nor to their ability to serve a school population. However, UDOT's SRTS Selection Committee will give higher priority to locations needing improvement within the two-mile walking boundary of a school. The schools must also provide education for grade levels between kindergarten and eighth grade. In Utah, this essentially means that elementary, middle, and junior high schools are eligible to receive funding.

Only the agency that owns the right-of-way where the facility is going to be constructed can act as the project sponsor, although a variety of groups can prepare or help prepare SRTS infrastructure grant applications. The project sponsor will sign a Local Government Federal Aid Agreement (example provided in the appendix) with UDOT, agreeing to meet the applicable federal requirements if they are selected. The project sponsor also agrees to maintain the facility once it is constructed. Other groups can assist the project sponsor in preparing the application but cannot act as the actual sponsor.

5.1.2. What Types of Infrastructure Projects Are Eligible?

The original SRTS authorization language from SAFETEA-LU states the following regarding eligible infrastructure projects:

“Amounts apportioned to a State under this section may be used for the planning, design, and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.”

This language allows for a broad variety of improvements to be considered. Applicants are welcome to submit requests for any infrastructure project that they believe will improve walking and bicycling conditions in the vicinity of eligible schools. The SRTS Selection Committee is the ultimate arbiter of the merit of each application. The Committee ranks the applications and chooses the projects that will be funded.

5.1.3 How Much Money Can I Apply For?

The maximum amount that UDOT awards for a single infrastructure project is \$500,000. This amount must include planning, design, and construction management costs. Projects that are less than \$500,000 will have a better chance of being funded.

5.1.4 Are Matching Funds Required?

Yes. Each project applicant must be able to provide 6.77% of the total funded amount. For example, if an applicant is awarded a \$200,000 project, \$186,460 of that will come from the TAP funds and \$13,540 will need to be supplied by the project sponsor. Applicants will need to specify what month and year their match would be available.

5.1.5 Is the Funding Provided Up Front?

Payment for all aspects is handled directly by UDOT. At the end of the project the sponsoring agency is required to reimburse UDOT for the matching funds amount. The sponsoring agency is also responsible to pay for any cost overruns that occur.

5.1.6 Are There Other Requirements?

There are several other requirements for funding eligibility. These requirements are:

- The school related to the application must have a current, approved SNAP Plan (discussed in Chapter 4) in place and provide a copy of the plan as part of the application.
- The project sponsor must provide a designated contact person.
- The project sponsor will ensure that the school(s) participate in the pre/post project surveys.
- The application must be submitted by the agency with ownership of the right-of-way where the project will be constructed.

Letters of recommendation may be submitted by the sponsor but are not required.

5.2. Infrastructure Application Process

Local agencies are encouraged to develop proposals and submit applications for infrastructure projects that they believe will help more school children walk and bike safely to school. It is the responsibility of the SRTS Program Coordinator to develop an application and distribute it to schools and local agencies throughout the state in a manner that allows sufficient time for schools to develop thoughtful proposals. The infrastructure grant application forms should be posted on the SRTS website approximately two months in advance of the submission deadline. Submission deadlines and project selection timetables should be clearly stated on both the application itself and the SRTS website (www.udot.utah.gov/go/srts).

UDOT requires infrastructure grant applications to be submitted by the agency that owns the right-of-way where the project will be constructed. Following this guidance will help to ensure that funding is not awarded for a project where the agency owning the right-of-way will not allow construction of the project or is not committed to maintaining it after construction.

The SRTS Program Coordinator and the Safety Programs Engineer will assess each application to determine whether it contains all the needed information and fits within SRTS Program goals. All applications that do not fit the requirements will be rejected and the sponsoring agencies will be notified. Applications meeting all of the requirements will continue on to the preliminary scoping phase.

Questions about the application process should be directed to the SRTS Program Coordinator. This person's contact information is listed in Section 3.2 of this manual.

5.3. Infrastructure Project Selection Process

Once the application deadline has passed and any preliminary scoping has been completed, the SRTS Selection Committee evaluates the applications, ranks them according to merit, and then awards funding beginning with the highest ranked application and continuing down the ranking order until the available funding is depleted. The following sub-sections describe the SRTS Selection Committee and the process that they use to evaluate and select projects.

5.3.1 SRTS Selection Committee

The SRTS Selection Committee is comprised of individual members. The SRTS Program Coordinator also serves on the committee, as well as UDOT's Safety Programs Engineer. The remaining positions are filled by UDOT personnel outside of the Traffic and Safety Division plus at least two people from outside of UDOT. Examples of people who could fill the two non-UDOT positions include:

- School district representatives.
- Health Department employees.
- Law enforcement personnel.
- Citizen advocates.

The SRTS Program Coordinator distributes copies of all short-listed applications to each committee member after the submission deadline and following the short-listing process. The TAP funding guidelines do not specify to each state how projects must be selected. Discretion is given to the states to determine their own selection procedures.

5.3.2. Project Selection Process

The project selection process begins with the SRTS Program Coordinator and the Safety Programs Engineer reviewing each application to ensure that all guidelines were followed and that the project fits within the scope of the SRTS program. Applications not in compliance with requirements will be disqualified from further review.

After the initial screening the SRTS Program Coordinator assembles a “short list” of applications that will be advanced to a project scoping phase for further consideration. The SRTS Program Coordinator then contacts each project sponsor to set up a time and date for a conference call to further discuss the project in more detail and invites the Safety Programs Engineer to participate in the conference calls.

The primary purposes of the conference calls are to identify right-of-way or utility issues that may affect the ability to design and construct the proposed project, as well as to discuss the rough cost estimate provided in the application. At this time the project sponsor must be represented by individuals that possess knowledge of the right-of-way and utility issues. The project sponsor should have available pertinent right-of-way and utility documents if needed.

The SRTS Program Coordinator compiles information gathered from the preliminary scoping effort and gives it to the Selection Committee with the applications. The Committee then meets to make a final determination on which projects to fund.

5.3.3. Applicant Notification

The SRTS Program Coordinator notifies each grant application sponsor about the status of their application. Further instructions are given regarding the next steps in the process for successful applicants. Unsuccessful application sponsors are notified that they can contact the SRTS Program Coordinator to find out why their application was not selected and how they can perform better on future submissions.

5.4. Infrastructure Project Development Process

The project development process begins after applicants have been notified that their infrastructure grant applications have been accepted. SRTS projects follow the Local Government Process as outlined in the UDOT Local Public Agency Guide. This document may be viewed from the Local Government Assistance page on UDOT’s website. The link to this page is: www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:1480,

Chapters 5 and 6 of the Local Public Agency Guide discuss the design and construction phases of the Local Government Process. It is these two chapters that local governments and other SRTS partners will most need to be familiar with. The guide was last revised in January 2015.

6. NON-INFRASTRUCTURE GRANT FUNDING PROCESS

UDOT's SRTS program seeks to educate and encourage students to walk and bike to school safely in addition to building safer routes to school through infrastructure. Up to 10% of UDOT's SRTS funding will go towards local non-infrastructure projects that focus on education and encouragement programs to help increase the number of children safely walking and biking to school.

6.1. Non-Infrastructure Funding Eligibility

Certain requirements must be met for an agency, school, or other group to apply for SRTS non-infrastructure grant money. This section discusses who is eligible to apply, as well as the types of non-infrastructure projects that can be completed with SRTS grants.

6.1.1 Who Can Apply?

A variety of groups can prepare SRTS non-infrastructure applications. Unlike infrastructure projects, non-infrastructure projects proposed by applicants must be within two miles of a school. The schools must also provide education for grade levels between kindergarten and eighth grade. In Utah, this essentially means that elementary, middle, and junior high schools are eligible to receive funding. The guidelines for eligible applicants are the same as for infrastructure projects mentioned in Section 5.1.1.

6.1.2 What Types of Non-Infrastructure Projects Are Eligible?

Teaching children about the broad range of transportation choices, instructing them in lifelong bicycling and walking safety skills, and using events and activities to promote walking and bicycling to school are important components of a local SRTS program.

As part of UDOT's non-infrastructure program, applicants are required to partner with and/or utilize current city, county, or state bike or pedestrian programs to foster continued support to increase the number of students safely walking and biking to school. For example, an elementary school interested in promoting adult-chaperoned walking groups to reduce school zone traffic could apply for non-infrastructure funding with an emphasis on utilizing SNAP and the Walking School Bus mobile app. Another example is a school interested in bike education collaborating with a county or city bike education campaign. The applicants would then develop a detailed and straightforward outline of how their proposed program would work in the schools, and how they would partner or utilize the resources and programs available to them for safe walking and biking to school.

The main goal of these activities is encouraging students to safely walk and bike to school rather than being dropped off by parents. A secondary goal is fostering student knowledge and confidence so that they become better cyclists and pedestrians as they mature into adulthood.

6.1.3 How Much Money Can I Apply For?

The maximum amount that UDOT awards for a single non-infrastructure program is \$75,000. This amount should include encouragement and outreach activities associated with the program as well as educational materials and student trainings.

According to the TAP guidelines, modest incentives for SRTS contests and prizes that encourage more walking and bicycling over time can also be included as part of a SRTS non-infrastructure program.

Priority will be given to applicants whose proposed programs represent a significant investment of time and resources to help promote long-term change. UDOT is not looking to fund small projects for very little dollar amounts where the potential to foster change is minimal.

6.1.4 Will Matching Funds Be Required?

Yes. See Section 5.1.4.

6.1.5 Is Funding Provided Up Front?

No. For non-infrastructure funds, the sponsoring agency submits invoices and receipts for any purchases or payments made to UDOT's SRTS Program Coordinator during the course of the project. UDOT then reimburses the sponsor for all approved items according to the sponsoring agency's project agreement.

6.1.6 Are There Other Requirements?

All additional requirements listed in Section 5.2.6 apply except for the last bullet regarding right-of-way ownership.

6.2 Non-Infrastructure Application Process

Applicants for non-infrastructure funds generally follow the same guidance described in section 5.2 for infrastructure funds. However, once non-infrastructure applications have been received they are reviewed by the SRTS Program Coordinator for all appropriate information, then later reviewed by the Selection Committee for final selection.

6.3 Non-Infrastructure Project Selection Process

The project selection process begins with the SRTS Program Coordinator and the Safety Programs Engineer reviewing each application initially to ensure that all guidelines were followed and that the project fits within the SRTS non-infrastructure program scope. Non-compliant applications are disqualified from further review.

The SRTS Selection Committee evaluates all applications, ranks them according to merit, and then awards funding beginning with the highest ranked application and continuing down the ranking order until the available funding is depleted.

The SRTS Selection Committee is made up the same individuals listed in Section 5.4.1. The SRTS Program Coordinator notifies each grant application sponsor about the status of their application after the full selection process is complete. Further instructions are

given to successful applicants regarding next steps in the process. Unsuccessful applicants are notified that they can contact the SRTS Program Coordinator to find out why their application was not selected and how they can perform better on future submissions.

7. PROGRAM EVALUATION CRITERIA

Under the previous Federal transportation bill that contained a mandatory SRTS program, UDOT utilized travel behavior surveys to gauge levels of walking and biking before and after a project was implemented at a given school. It was the SRTS Program Coordinator's responsibility to work with each school to make sure that the surveys were completed. UDOT will continue to use these survey forms to evaluate SRTS program success. They are included for reference in the appendix (Chapter 8).

8. APPENDIX

The appendix contains more detailed information about specific elements of the SRTS program that readers may be interested in, but which do not merit inclusion in the previous portions of the manual. Appendix items include:

- Parent/Student Travel Behavior Survey
- Teacher/Student Travel Behavior Survey
- Section 53A-3-402 of Utah State Code (state requirement for child routing plans)
- TAP Fact Sheet
- HSIP Fact Sheet
- Sample Local Government Federal Aid Agreement

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8. Has your child asked you for permission to walk or bike to/from school in the last year? ☐ Yes ☐ No

9. At what grade would you allow your child to walk or bike to/from school without an adult?

(Select a grade between PK,K,1,2,3...) grade (or) ☐ I would not feel comfortable at any grade

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

10. What of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school? (Select ALL that apply)

11. Would you probably let your child walk or bike to/from school if this problem were changed or improved? (Select one choice per line, mark box with X)

- | | | | |
|---|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> Distance..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Convenience of driving..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Time..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Child's before or after-school activities..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Speed of traffic along route..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Amount of traffic along route..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Adults to walk or bike with..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Sidewalks or pathways..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Safety of intersections and crossings..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Crossing guards..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Violence or crime..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Weather or climate..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

12. In your opinion, how much does your child's school encourage or discourage walking and biking to/from school?

- ☐ Strongly Encourages ☐ Encourages ☐ Neither ☐ Discourages ☐ Strongly Discourages

13. How much fun is walking or biking to/from school for your child?

- ☐ Very Fun ☐ Fun ☐ Neutral ☐ Boring ☐ Very Boring

14. How healthy is walking or biking to/from school for your child?

- ☐ Very Healthy ☐ Healthy ☐ Neutral ☐ Unhealthy ☐ Very Unhealthy

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

15. What is the highest grade or year of school you completed?

- | | |
|---|--|
| <input type="checkbox"/> Grades 1 through 8 (Elementary) | <input type="checkbox"/> College 1 to 3 years (Some college or technical school) |
| <input type="checkbox"/> Grades 9 through 11 (Some high school) | <input type="checkbox"/> College 4 years or more (College graduate) |
| <input type="checkbox"/> Grade 12 or GED (High school graduate) | <input type="checkbox"/> Prefer not to answer |

16. Please provide any additional comments below.

Safe Routes to School Students Arrival and Departure Tally Sheet

+

CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY

+

School Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Teacher's First Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Teacher's Last Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Grade: (PK,K,1,2,3...)

--	--

0 2

Monday's Date (Week count was conducted)

--	--

M M

--	--

D D

--	--	--	--

Y Y Y Y

Number of Students Enrolled in Class:

--	--

1 5

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday.** (Three days would provide better data if counted)
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1.

Fill in the weather conditions and number of students in each class

Step 2.

AM – "How did you arrive at school today?" Record the number of hands for each answer.
PM – "How do you plan to leave for home after school?" Record the number of hands for each answer.

Key	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
	S= sunny R= rainy O=overcast SN=snow	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Sample AM	S N	2 0	2	3	8	3		3	1
Sample PM	R	1 9	3	3	8	1	2	2	
Tues. AM									
Tues. PM									
Wed. AM									
Wed. PM									
Thurs. AM									
Thurs. PM									

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+

+

Section 53A-3-402 of Utah State Code

53A-3-402. Powers and duties generally.

- (1) Each local school board shall:
 - (a) implement the core curriculum utilizing instructional materials that best correlate to the core curriculum and graduation requirements;
 - (b) administer tests, required by the State Board of Education, which measure the progress of each student, and coordinate with the state superintendent and State Board of Education to assess results and create plans to improve the student's progress which shall be submitted to the State Office of Education for approval;
 - (c) use progress-based assessments as part of a plan to identify schools, teachers, and students that need remediation and determine the type and amount of federal, state, and local resources to implement remediation;
 - (d) develop early warning systems for students or classes failing to make progress;
 - (e) work with the State Office of Education to establish a library of documented best practices, consistent with state and federal regulations, for use by the local districts; and
 - (f) implement training programs for school administrators, including basic management training, best practices in instructional methods, budget training, staff management, managing for learning results and continuous improvement, and how to help every child achieve optimal learning in core academics.
- (2) Local school boards shall spend minimum school program funds for programs and activities for which the State Board of Education has established minimum standards or rules under Section **53A-1-402**.
- (3) (a) A board may purchase, sell, and make improvements on school sites, buildings, and equipment and construct, erect, and furnish school buildings.
 - (b) School sites or buildings may only be conveyed or sold on board resolution affirmed by at least two-thirds of the members.
- (4) (a) A board may participate in the joint construction or operation of a school attended by children residing within the district and children residing in other districts either within or outside the state.
 - (b) Any agreement for the joint operation or construction of a school shall:
 - (i) be signed by the president of the board of each participating district;
 - (ii) include a mutually agreed upon pro rata cost; and
 - (iii) be filed with the State Board of Education.
- (5) A board may establish, locate, and maintain elementary, secondary, and applied technology schools.
- (6) Except as provided in Subsection **53A-11-1402(3)**, a board may enroll children in school who are at least five years of age before September 2 of the year in which admission is sought.
- (7) A board may establish and support school libraries.
- (8) A board may collect damages for the loss, injury, or destruction of school property.
- (9) A board may authorize guidance and counseling services for children and their parents or guardians prior to, during, or following enrollment of the children in schools.
- (10) (a) A board shall administer and implement federal educational programs in accordance with Title 53A, Chapter 1, Part 9, Implementing Federal Programs Act.

(b) Federal funds are not considered funds within the school district budget under Title 53A, Chapter 19, School District Budgets.

(11) (a) A board may organize school safety patrols and adopt rules under which the patrols promote student safety.

(b) A student appointed to a safety patrol shall be at least 10 years old and have written parental consent for the appointment.

(c) Safety patrol members may not direct vehicular traffic or be stationed in a portion of a highway intended for vehicular traffic use.

(d) Liability may not attach to a school district, its employees, officers, or agents or to a safety patrol member, a parent of a safety patrol member, or an authorized volunteer assisting the program by virtue of the organization, maintenance, or operation of a school safety patrol.

(12) (a) A board may on its own behalf, or on behalf of an educational institution for which the board is the direct governing body, accept private grants, loans, gifts, endowments, devises, or bequests that are made for educational purposes.

(b) These contributions are not subject to appropriation by the Legislature.

(13) (a) A board may appoint and fix the compensation of a compliance officer to issue citations for violations of Subsection **76-10-105**(2).

(b) A person may not be appointed to serve as a compliance officer without the person's consent.

(c) A teacher or student may not be appointed as a compliance officer.

(14) A board shall adopt bylaws and rules for its own procedures.

(15) (a) A board shall make and enforce rules necessary for the control and management of the district schools.

(b) All board rules and policies shall be in writing, filed, and referenced for public access.

(16) A board may hold school on legal holidays other than Sundays.

(17) (a) Each board shall establish for each school year a school traffic safety committee to implement this Subsection (17).

(b) The committee shall be composed of one representative of:

(i) the schools within the district;

(ii) the Parent Teachers' Association of the schools within the district;

(iii) the municipality or county;

(iv) state or local law enforcement; and

(v) state or local traffic safety engineering.

(c) The committee shall:

(i) receive suggestions from parents, teachers, and others and recommend school traffic safety improvements, boundary changes to enhance safety, and school traffic safety program measures;

(ii) review and submit annually to the Department of Transportation and affected municipalities and counties a child access routing plan for each elementary, middle, and junior high school within the district;

(iii) consult the Utah Safety Council and the Division of Family Health Services and provide training to all school children in kindergarten through grade six, within the district, on school crossing safety and use; and

(iv) help ensure the district's compliance with rules made by the Department of Transportation under Section **41-6a-303**.

(d) The committee may establish subcommittees as needed to assist in accomplishing its duties under Subsection (17)(c).

(e) The board shall require the school community council of each elementary, middle, and junior high school within the district to develop and submit annually to the committee a child access routing plan.

(18) (a) Each school board shall adopt and implement a comprehensive emergency response plan to prevent and combat violence in its public schools, on school grounds, on its school vehicles, and in connection with school-related activities or events.

(b) The board shall implement its plan by July 1, 2000.

(c) The plan shall:

(i) include prevention, intervention, and response components;

(ii) be consistent with the student conduct and discipline policies required for school districts under Title 53A, Chapter 11, Part 9, School Discipline and Conduct Plans;

(iii) require inservice training for all district and school building staff on what their roles are in the emergency response plan; and

(iv) provide for coordination with local law enforcement and other public safety representatives in preventing, intervening, and responding to violence in the areas and activities referred to in Subsection (18)(a).

(d) The State Board of Education, through the state superintendent of public instruction, shall develop comprehensive emergency response plan models that local school boards may use, where appropriate, to comply with Subsection (18)(a).

(e) Each local school board shall, by July 1 of each year, certify to the State Board of Education that its plan has been practiced at the school level and presented to and reviewed by its teachers, administrators, students, and their parents and local law enforcement and public safety representatives.

(19) (a) Each local school board may adopt an emergency response plan for the treatment of sports-related injuries that occur during school sports practices and events.

(b) The plan may be implemented by each secondary school in the district that has a sports program for students.

(c) The plan may:

(i) include emergency personnel, emergency communication, and emergency equipment components;

(ii) require inservice training on the emergency response plan for school personnel who are involved in sports programs in the district's secondary schools; and

(iii) provide for coordination with individuals and agency representatives who:

(A) are not employees of the school district; and

(B) would be involved in providing emergency services to students injured while participating in sports events.

(d) The board, in collaboration with the schools referred to in Subsection (19)(b), may review the plan each year and make revisions when required to improve or enhance the plan.

(e) The State Board of Education, through the state superintendent of public instruction, shall provide local school boards with an emergency plan response model

that local boards may use to comply with the requirements of this Subsection (19).

(20) A board shall do all other things necessary for the maintenance, prosperity, and success of the schools and the promotion of education.

(21) (a) Before closing a school or changing the boundaries of a school, a board shall:

(i) hold a public hearing, as defined in Section **10-9a-103**; and

(ii) provide public notice of the public hearing, as specified in Subsection (21)(b).

(b) The notice of a public hearing required under Subsection (21)(a) shall:

(i) indicate the:

(A) school or schools under consideration for closure or boundary change; and

(B) date, time, and location of the public hearing; and

(ii) at least 10 days prior to the public hearing, be:

(A) published:

(I) in a newspaper of general circulation in the area; and

(II) as required in Section **45-1-101**; and

(B) posted in at least three public locations within the municipality or on the district's official website.

TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

Year	2013	2014
Funding	\$ 809 M	\$ 820 M

Program purpose

MAP-21 establishes a new program to provide for a variety of alternative transportation projects, including many that were previously eligible activities under separately funded programs. The TAP replaces the funding from pre-MAP-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School, and several other discretionary programs, wrapping them into a single funding source.

Statutory citation(s): MAP-21 §1122; 23 USC 101, 206, 213; SAFETEA-LU §1404.

Funding features

The TAP is funded by contract authority from the Highway Account of the Highway Trust Fund. Funds are subject to the overall Federal-aid obligation limitation.

An amount equal to 2% of the total amount authorized from the Highway Account of the Highway Trust Fund for Federal-aid highways each fiscal year (FY) is to be reserved for the TAP. [23 USC 213(a)]

- The national total is divided among States based on each State's proportionate share of FY 2009 Transportation Enhancements funding.
- Within each State, the amount for the TAP is set aside proportionately from the State's National Highway Performance Program (NHPP), Surface Transportation Program (STP), Highway Safety Improvement Program (HSIP), Congestion Mitigation and Air Quality Improvement Program (CMAQ), and Metropolitan Planning apportionments.

Set-asides

- Unless the Governor opts out in advance, an amount equal to the State's FY 2009 Recreational Trails Program (RTP) apportionment is to be set aside from the State's TAP funds for the RTP. See further detail below under "Program features." [23 USC 213(f)-(g)]

Suballocation

Fifty percent of a State's TAP apportionment (after deducting the set-aside for the RTP, if applicable) is suballocated to areas based on their relative share of the total State population, with the remaining 50 percent available for use in any area of the State. The suballocation is made in the same manner as for STP funds. [23 USC 213(c)] [See the Qs & As on Suballocation of Apportioned Funds for additional detail.]

Transfer of funds

A State may transfer up to 50% of its TAP funds to NHPP, STP, HSIP, CMAQ, and/or Metropolitan Planning. The amount transferred must come from the portion of TAP funds available for use anywhere in the State (no transfers of suballocated TAP funds, or funds set aside for the RTP). [§1509; 23 USC 126]

Federal share: The Federal share for most projects is determined in accordance with 23 USC 120. Federal share for projects funded from funds set aside for the RTP are determined in accordance with 23 USC 206(f).

Eligible activities

Funds may be used for projects or activities that are related to surface transportation and described in the definition of “Transportation Alternatives.” [23 USC 101(a)(29)]

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, including—
 - inventory, control, or removal of outdoor advertising;
 - historic preservation and rehabilitation of historic transportation facilities;
 - vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - archaeological activities relating to impacts from implementation of a transportation project eligible under 23 USC.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to—
 - address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff; or
 - reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

In addition to defined Transportation Alternatives (as described above), the following projects or activities are eligible:

- The recreational trails program under 23 USC 206.
- The safe routes to school program under §1404 of SAFETEA-LU.
- Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Workforce development, training, and education activities are also eligible uses of TAP funds.

[§52004; 23 USC 504(e)]

Program features

Selection of projects

- In general, TAP funds are administered by the State DOT. States administer the RTP through a designated State agency or agencies, which may or may not be the State DOT. [23 USC 206(c) and 213(f)]
- TAP funds must be obligated for eligible projects submitted by eligible entities (see below) through a competitive process. [23 USC 213(c)]
- Funds suballocated to urbanized areas over 200,000 must be on the Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The MPO, through a competitive process, selects the projects in consultation with the State from proposed projects submitted by eligible entities. [23 USC 213(c)]

- Funds suballocated to small urban areas and rural areas will be administered by the State. The State, through a competitive process, selects the projects from proposed projects submitted by eligible entities.

Eligible project sponsors

Under 23 USC 213(c)(4)(B), the eligible entities to receive TAP funds are:

- local governments;
- regional transportation authorities;
- transit agencies;
- natural resource or public land agencies;
- school districts, local education agencies, or schools;
- tribal governments; and
- any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

Under TAP, nonprofits are not eligible as direct grant recipients of the funds. Nonprofits are eligible to partner with any eligible entity on an eligible TAP project, if State or local requirements permit.

Treatment of projects

Projects funded under the TAP (excluding projects funded under the RTP set-aside) shall be treated as projects on a Federal-aid highway. [23 USC 213(e)]

Youth conservation corps

States and regional transportation planning agencies are encouraged to enter into contracts and cooperative agreements with qualified youth service or conservation corps to perform appropriate projects. Such contracts and cooperative agreements are exempt from some Federal-aid highway program contracting requirements. [§1524]

Recreational Trails Program

To provide for the continuation of recreational trails projects, MAP-21 requires each State to set aside a portion of its TAP funds for projects relating to recreational trails under 23 USC 206. [23 USC 213(f)-(g)]

- The amount to be set aside is equal to each State's FY 2009 RTP apportionment.
- 1% of the set-aside funds are to be returned for FHWA administration of the RTP.
- A State may opt out of this set-aside if the Governor notifies the Secretary no later than 30 days prior to the start of a fiscal year. A State opting out may not use TAP funds for RTP administrative costs for that fiscal year.
- If the State does not opt out of the RTP, the RTP provisions and requirements remain unchanged.

Safe Routes to School (SRTS)

- States have the option to continue eligible SRTS program activities from section 1404 of SAFETEA-LU.
- States are not required to have a State SRTS coordinator but they may use TAP funds to support this position.

HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

Year	2013	2014
Estimated funding	\$ 2.39 B *	\$ 2.41 B *

*Calculated (sum of estimated individual State HSIP apportionments)

Program purpose

MAP-21 continues the Highway Safety Improvement Program (HSIP) to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance.

Statutory citation(s): MAP-21 §1112; 23 USC 130 and 148

Funding features

Funded by contract authority from the Highway Account of the Highway Trust Fund. Funds are subject to the overall Federal-aid obligation limitation.

MAP-21 has a new approach to core formula program funding, authorizing a lump sum total instead of individual authorizations for each program. Once each State's share of the total is calculated, it is divided up by program within the State. (See "Apportionment" fact sheet).

Set-asides

From the State's HSIP apportionment, the following sums are to be set aside:

- Railway-highway crossings -- \$220 million.
- A proportionate share of funds for the State's Transportation Alternatives (TA) program. (See "Apportionment" fact sheet for a description of this calculation)
- 2% for State Planning and Research (SPR). [§52005; 23 USC 505]

Federal share: Except as provided in 23 U.S.C. 120(c) and 130, the Federal share is 90%.

Eligible use of funding

A highway safety improvement project is any strategy, activity or project on a public road that is consistent with the data-driven State Strategic Highway Safety Plan (SHSP) and corrects or improves a hazardous road location or feature or addresses a highway safety problem. MAP-21 provides an example list of eligible activities, but HSIP projects are not limited to those on the list.

Workforce development, training, and education activities are also an eligible use of HSIP funds. [§1109; 23 USC 504(e)]

Program features

The primary features of the current HSIP are retained, including the requirement for a comprehensive, data-driven, SHSP that defines State safety goals and describes a program of strategies to improve safety. To obligate HSIP funds, a State must develop, implement and update a SHSP, produce a program of projects or strategies to reduce identified safety problems, and evaluate the SHSP on a regular basis. The SHSP remains a statewide coordinated plan developed in cooperation with a broad range of multidisciplinary stakeholders.

States are required to have a safety data system to perform problem identification and countermeasure analysis on all public roads, adopt strategic and performance-based goals, advance data collection, analysis, and integration capabilities, determine priorities for the correction of identified safety problems, and establish evaluation procedures.

The Secretary is required to establish a subset of the model inventory of roadway elements (listing of roadway and traffic data elements critical to safety management, analysis, and decisionmaking), to be adopted and used by States to support these requirements.

Strategic Highway Safety Plan Updates

MAP-21 establishes a new requirement for regular SHSP updates.

- The Secretary is directed to establish requirements for plan updates by October 2013.
- States will submit updated plans to the Secretary, along with a description of the process used to update the plan.
- If a State fails to have an approved updated plan by August 1 of the first fiscal year after the requirements are established, that State will not be eligible to receive additional obligation limitation during the annual redistribution of unused obligation limitation (August redistribution).

Special Rules

- *High Risk Rural Road (HRRR) Safety* – A HRRR is any rural major or minor collector or a rural local road with significant safety risks, as defined by a State in accordance with an updated SHSP. If the fatality rate on such roads increases over the most recent 2-year period for which data are available, in the next fiscal year the State must obligate for this purpose an amount at least equal to 200% of its FY 2009 HRRR set-aside.
- *Older drivers* – If fatalities and serious injuries per capita for drivers and pedestrians over age 65 increases during the most recent 2-year period for which data are available, a State is required to incorporate strategies focused on older drivers and pedestrians in the next SHSP update.

Reporting

States are required to report to the Secretary on progress made implementing highway safety improvements, effectiveness, and the extent to which fatalities and serious injuries on all public roads have been reduced, including a breakdown by functional classification and ownership to the maximum extent practicable. The Secretary will establish the content and schedule for such reports, which will be made available to the public on the DOT website.

Implementation

States will administer the HSIP, with appropriate oversight by the Office of Safety and the FHWA Division Office. The program also includes a clear linkage between behavioral State safety programs (NHTSA-funded §31102; 23 USC 402) and the SHSP.

Performance

Within 18 months of enactment, the Secretary, in consultation with States, MPOs, and other stakeholders, is directed to publish a rulemaking establishing measures for the States to use to assess serious injuries and fatalities per vehicle mile traveled and number of serious injuries and fatalities.
[§1203; 23 USC 150(c)]

States will establish targets for these measures within 1 year of the final rule on national performance measures. [§1203; 23 USC 150(d)]

If a State has not met or made significant progress toward meeting the targets within 2 years of their establishment, the State must use an amount of its formula obligation limitation equal to its prior year HSIP apportionment only for obligation of its HSIP funding, and submit an annual implementation plan on how the State will make progress to meet performance targets. [§1112; 23 USC 148(i)]



State of Utah
Department of Transportation



Federal Aid Agreement For Local Agency Project CFDA No. 20.205		Maximum Project Value Authorized
PIN Number	Project Number	Agreement Number (Assigned By Comptrollers)
FINET Number	PIN Description	
FMIS Number		Date Executed

The Utah Department of Transportation (UDOT) will authorize the Local Agency to proceed on the project upon execution of this agreement providing the Local Agency has complied, or hereby agreed to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) Office of Management and Budget Circulars A-102, A-87, and A-133, (4) Utah State Code, (5) Utah Department of Transportation Local Government and State Aid Project Guide, (6) the Federal Aid Project Agreement entered into between UDOT and the Federal Highway Administration (FHWA), relative to the above project. Federal funds which are to be obligated for the project may not exceed the amount shown herein, without written authority by UDOT, subject to the approval of FHWA. All project costs not reimbursed by FHWA shall be the responsibility of the Local Agency. The Local Agency is responsible for all increased costs to UDOT if the Local Agency decides not to proceed after signing this agreement. No costs are eligible for federal-aid reimbursement until authorized by the FHWA through Form R-709, Request for Federal Aid Project Approval, separate from this Local Agency Agreement.

State Wide Transportation Improvement Program STIP

Fund	Prior					Total	Fed Aid	State	Other	Pct
Total:										

[*http://www.udot.utah.gov/go/stipfundtable](http://www.udot.utah.gov/go/stipfundtable)

Upon signing this agreement the Local Agency agrees to pay its matching share in phases when requested by UDOT. Phases typically include environmental, design, right-of-way and construction. The local match for this project is represented by the percentages of the Total Project Value shown above. In addition the Local Agency agrees to pay 100% of the overruns that exceed _____ and any ineligible costs when requested by UDOT.

UDOT will request payment of matching shares and overruns through an email that will be sent to _____ at _____ and _____ at _____ the Local Agency Contacts. The Local Agency shall pay within 30 days after each payment request. The Local Agency shall make the check payable to the Utah Department of Transportation referencing the project number above and mail to UDOT Comptroller's Office, Box 141510, 4501 South 2700 West, Salt Lake City, Utah 84119-5998.

Utah Department of Transportation

By _____ Date _____ By _____ Date _____
Region Director

By _____ Date _____ By _____ Date _____
Comptrollers Office

Provisions

I. Roles and Responsibilities:

In accordance with 23 U.S.C. 106© and 23 CFR 635.105 the Utah Department of Transportation is responsible for acting on behalf of the Federal Highway Administration in the determination of federal-aid eligibility on all Local Agency Federal-aid projects as described in Appendix C of the FHWA-UDOT Stewardship Oversight Agreement.

II. Project Authorization for Federal-aid:

The Local Agency, through UDOT, must obtain an Authorization to proceed from FHWA before beginning work on any Federal-aid project. Federal funds shall not participate in costs incurred prior to the date of Authorization except as provided by 23 CFR 1.9(b).

III. Agreement provisions:

The Local Agency accepts and agrees to comply with the applicable terms and conditions set forth in title 23, U.S.C., the regulations issued pursuant thereto, the policies and procedures promulgated by FHWA relative to the designated project covered by the agreement, and all other applicable Federal laws and regulations.

IV. Liability:

Local Agency agrees to hold harmless and indemnify UDOT, its officers, employees and agents (Indemnities) from and against all claims, suits and costs, including attorneys' fees for injury or damage of any kind, arising out of the Local Agency's negligent acts, errors or omissions in the performance of this project, and from and against all claims, suits and costs, including attorneys' fees for injury or damage of any kind, arising out of Indemnities' failure to inspect, discover, correct, or otherwise address any defect, dangerous condition or other condition created by or resulting from Local Agency's negligent acts, errors or omissions in the performance of this project.

Any periodic plan and specification review or construction inspection performed by UDOT arising out of the performance of the project does not relieve the Local Agency of its duty in the performance of this project or to ensure compliance with acceptable standards.

V. Termination:

This agreement may be terminated as follows:

- a. By mutual agreement of the parties, in writing
- b. By either UDOT or the Local Agency for failure of the other party to fulfill their obligations as set forth in the provisions of this agreement. Reasonable allowances will be made for circumstances beyond the control of the parties. Written notice of intent to terminate is required and shall specify the reasons for termination.
- c. By UDOT for the convenience of the State upon written notice to the Local Agency.

- d. Upon satisfactory completion of the provisions of this agreement.
- e. By UDOT, in the event that construction of the project for which this design engineering is undertaken is not started by the close of the fifth fiscal year following the fiscal year in which this agreement is executed.

VI. Single Audit Act:

The Local Agency, as a sub-recipient of federal funds, shall adhere to the Federal Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. A sub-recipient who expends \$500,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provision of OMB Circular A-133. Upon conclusion of the A-133 audit, the Local Agency shall be responsible for ensuring that a copy of the report is transmitted to the Utah Department of Transportation, Internal Audit, 4501 S 2700 W, Box 148230, Salt Lake City, Utah 84114-8230.

VII. Maintenance:

The Local Agency shall properly maintain and restore each type of roadway, structure and facility as nearly as possible in its original condition as constructed or improved in accordance with State and Federal requirements. Future utility installations will be made according to UDOT's "Regulations for the Accommodation of Utilities on Federal-aid and Non Federal-aid Highway Right-of-Way."

VIII. Availability of Records:

For a period not less than three (3) years from the date of final project close out with Federal Government, the Local Agency accounting records pertaining to the federal aid project are to be kept available for inspection and audit by the State and Federal Government, or furnished upon request.

IX. Payment and Reimbursement to UDOT:

UDOT shall not be ultimately responsible for any of the cost of the project. The Local Agency shall be responsible for all costs associated with the project which are not reimbursed by the Federal Government. For a Joint Highway Committee project, the federal participation for construction engineering costs is limited to 20 percent of the construction contract costs.

Funds requested beyond the amount set forth will require execution of a Supplemental Financial Agreement.

If the project overruns in costs, the Local Agency shall pay the additional amount required within 30 days of receiving the invoice. Should the Local Agency fail to reimburse UDOT for costs that exceed the federal reimbursement, federal funding for other Local Agency projects or B&C road funds may be withheld until payment is made.

If the advanced amount exceeds the Local Agency's share of project cost, UDOT will return the amount of overpayment to the Local Agency upon financial close out of the project.

UDOT shall provide the Local Agency with a quarterly statement reflecting a cost summary of project costs.

X. Reimbursement Claims by Local Agency:

The Local Agency shall bill UDOT for eligible federal aid project cost incurred after FHWA approval for authorization to proceed (form R709) and in conformity with applicable federal and state laws. Authorized Local Agency reimbursement claims should be submitted to UDOT Project Manager. Reimbursements to the Local Agency for right of way claims are classified as a pass-through of Federal funds from UDOT to the Local Agency. Expenditures by the Local Agency for general administration, supervision, and other overhead shall not be eligible for federal participation unless an indirect cost plan has been approved by the Federal government.

XI. Right of Way:

The Local Agency shall comply with 23 CFR 710.203 for FHWA reimbursement requests of real property acquisitions. A Local Agency shall not request reimbursement for excess acquisitions which are not eligible for FHWA reimbursement under 23 CFR 710.203 <http://www.gpoaccess.gov/cfr/retrieve.html> (6) Property not incorporated into a project funded under title 23 of the United States Code.

For real property disposals the Local Agency shall comply with 23 CFR 710.409 and 710.403. The Local Agency should have property management records, which identify inventories of real property considered excess to project needs. If a Local Agency determines that real property initially acquired as part of the project is declared excess and disposed of the Local Agency must comply with 23 CFR 710.409 and 710.403. This requires that the Federal share of net income from the sale or lease of real property acquired with Federal assistance be used for Title 23 eligible projects. Refer to <http://www.gpoaccess.gov/cfr/retrieve.html> for additional information. The Local Agency shall deposit the net proceeds from the sale or lease with UDOT to be applied towards a Title 23 eligible project as authorized by the appropriate Metropolitan Planning Organization or the Joint Highway Planning Committee.

For UDOT right-of-way certifications required for advertising access the following:

<http://www.udot.utah.gov/main/f?p=100:pg:::::1:T,V:80,8,34728>

XII. Change in Scope and Schedule:

Local Agency recognizes that if a project scope changes from the original intent of the project

application, the project will need to be re-evaluated by the responsible agency that programmed the project. Such a review may result in approval of the scope change, removal from the program, or adjustment in the federal aid funds programmed for the project.

Local Agency is responsible for the schedule of the project. If the project cannot progress as programmed, the responsible programming agency may advance other projects and require the project to wait for next available funding.

Any change orders required to meet the terms and conditions of the construction contract will be initiated by UDOT. UDOT will notify the Local Agency of any such change orders.

At the Local Agency's request, UDOT will initiate change orders that cover betterments.

The Local Agency agrees they will be responsible for 100% of the costs of all change orders on the project not reimbursed by FHWA.

XIII. UDOT Service Costs:

UDOT may provide expertise in project management, contract preparation, design plan reviews, advertising, construction materials verification/certification, technical assistance, engineering services or other services as needed. Appropriate charges for these costs will be included in invoices to the Local Agency.

XIV. Content Review:

Language content was reviewed and approved by the Utah AG's office on January 12, 2009.

GENERAL (FHWA) PROVISIONS FOR FEDERAL-AID AGREEMENT

1. **General Provisions:** The Grantee will comply with all Federal laws and requirements which are applicable to grant agreements, and imposed by the Federal Highway Administration (FHWA) concerning special requirements of law, program requirements, and other administrative requirements.
2. **Modification:** This agreement may be amended at any time by a written modification properly executed by both the FHWA and the Grantee.
3. **Retention and Custodial for Records:**
 - (a) Financial records, supporting documents, statistical records, and all other records pertinent to this instrument shall be retained for a period of three (3) years, with the following exception:
 - (1) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation claims, or audit findings involving the records have been resolved.
 - (2) Records for non-expendable property, if any, required with Federal funds shall be retained for three years after its final disposition.
 - (3) When records are transferred to or maintained by FHWA, the 3-year retention requirement is not applicable to the recipient.
 - (b) The retention period starts from the date of the submission of the final expenditure report.
 - (c) The Secretary of Transportation and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any pertinent books, documents, papers, and records of the recipient, and its contractors and subcontractors, to make audits, examinations, excerpts, and transcripts.
4. **Equal Employment Opportunity:**
 - (a) The application/recipient agrees to incorporate in all contracts having a value of over \$10,000, the provisions requiring compliance with Executive Order 11246, as amended, and implementing regulations of the United States Department of Labor at 41 CFR 60, the provisions of which, other than the standard EEO clause and applicable goals for employment of minorities and women, may be incorporated by reference.
 - (b) The application/recipient agrees to ensure that its contractors and subcontractors, regardless of tier, awarding contracts and/or issuing purchase orders for material, supplies, or equipment over \$10,000 in value will incorporate the required EEO provisions in such contracts and purchase orders.
 - (c) The applicant/recipient further agrees that its own employment policies and practices will be without discrimination based on race, color, religion, sex, national origin, handicap or age; and that it has or will develop and submit to FHWA by August 1 an affirmative action plan consistent with the Uniform Guidelines on Employee Selection Procedures, 29 CFR 1607, and the Affirmative Action Guidelines, 29 CFR 1608.
5. **Copeland Act:** All contracts in excess of \$2,000 for construction or repair awarded by recipient and its contractors or subcontractors shall include a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). This act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, and person employed in the construction, completion, or repair of public work, or give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to FHWA.
6. **Davis-Bacon Act:** When required by the Federal program legislation, all construction contracts awarded by the recipient and its contractors or subcontractors of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR, Part 5). Under this act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the G/CAO.
7. **Contract Work Hours and Safety Standards Act:** Where applicable, all contracts awarded by recipient in excess of \$2,500 that involve the employment of mechanics or laborers, shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulation (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages or every mechanic and laborer on the basis of a standard workday of 8 hours and a standard workweek of 40 hours. Work in excess of the standard workday or workweek is permissible provided that the worker is compensated at a rate of not less than 1-2 times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the workweek. Section 107 of the Act if applicable to construction work provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
8. **Access to Records:** All negotiated contracts (except those of \$10,000 or less) awarded by recipients shall include a provision to the effect that the recipient, FHWA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcripts.
9. **Civil Rights Act:** The recipient shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and in accordance with Title VI of that Act, no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied that benefits of, or be otherwise subjected to discrimination under any program or activity for which the recipient received Federal financial assistance and shall immediately take any measures necessary to effectuate this Agreement. It shall comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where:
 - (a) The primary purpose of and instrument is to provide employment, or
 - (b) Discriminatory employment practices will result in unequal treatment of persons who are or should be benefitting from the grant-aided activity.
10. **Nondiscrimination:** The applicant/recipient hereby agrees that, as a condition to receiving any Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d), related nondiscrimination statutes, and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, handicap or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant/recipient receives Federal financial assistance. The specific requirements of the United States Department of Transportation standard Civil Rights assurances with regard to the States' highway safety programs (required by 49 CFR 21.7 and on file with the U.S. DOT) are incorporated in this grant agreement.
11. **Rehabilitation Act:** The recipient shall comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794, P.L. 93-112), and all requirements imposed by or pursuant to the regulations of the Department of Health, Education, and Welfare (45 CFR, Parts 80, 81, and 84), promulgated under the foregoing statute. It agrees that, in accordance with the foregoing requirements, no otherwise qualified handicapped person, by reason of handicap, shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, and that it shall take any measures necessary to effectuate this Agreement.
12. **Government Rights (Unlimited):** FHWA shall have unlimited rights for the benefit of the Government in all other work developed in the performance of this Agreement, including the right to use same on any other Government work without additional cost to FHWA.
13. Accountability of equipment acquired in prior years will be transferred to the current year Grant. An updated inventory list will be provided by FHWA.
14. This Grant is subject to the conditions specified in the enclosed Negotiation Document.
15. **Drug-Free Workplace:** By signing this agreement, the recipient certifies that it is in compliance with the Drug-Free Workplace Act (41 U.S.C. Sec. 701 et seq.) And implementing regulations (49 CFR Part 29), which require, in part, that grantees prohibit drug use in the workplace, notify the FHWA of employee convictions for violations of criminal drug laws occurring in the workplace, and take appropriate personnel action against a convicted employee or require the employee to participate in a drug abuse assistance program.
16. **Limitation on Use of Federal Funds for Lobbying for Grants in Excess of \$100,000:** By signing this agreement the recipient declares that it is in compliance with 31 U.S.C. Sec. 1352, which prohibits the use of Federally appropriated funds to influence a Federal employee, officer, or Member of Congress in connection with the making or modification of any Federal grant, loan, contract, or cooperative agreement. Unless the payment of funds is otherwise reported to FHWA, signing this agreement constitutes a declaration that no funds, including funds not Federally appropriated, were used or agreed to be used to influence this grant. Recipients of subgrants in excess of \$100,000 must make the same declarations to the grant recipient. With respect to the payment of funds not Federally appropriated by the recipient and sub-recipients, the recipient must report to the FHWA the name and address of each person paid or performing services for which payment is made, the amount paid, and the activity for which the person was paid.

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Form FHWA-1273 (Rev. 3-94)

